

	Portales Police Department	SOP #	301.01
	Standard Operating Procedure & Policy	PER. #	01.01-01.05
	1700 N. Boston St. Portales NM, 88130		
(575) 356-4404	Selection and Hiring	Approval:	Pat Gallegos, Chief of Police

## I. SELECTION AND HIRING

- A. Each applicant must have a completed application on file prior to being hired.
- B. Each applicant must meet the minimum requirements for the position applied for.
- C. Each applicant must pass a background check and includes a minimum requirement found in New Mexico State Statute 29-7-6 if applicable.
- D. Each applicant must pass a written or oral exam if applicable
- E. Applicants may be subject to a physical agility test depending on the position applied for.
- F. Upon being recommended for hire, the applicant must pass a drug screen test and pre-employment physical.
- G. Any non-certified applicant successful at being hired as a police officer must also pass psychological exam, extensive physical exam and/or other tests required by the New Mexico Law Enforcement Academy.
- H. Any certified applicant successful at being hired as a police officer may not be required to take any additional test other than drug screen and pre-employment physical.
- I. The certified applicant will not enjoy seniority over any individual currently employed by the department based on his/her prior service with another agency.
- J. Unsuccessful applicants may re-apply after 90 days from the date of last application if a vacancy exists.

## II. APPOINTMENT OF TESTING MEMBERS

The Chief of Police will appoint members of the Department to be involved in the

testing and interview process for the Portales Police Department. Members of the department that are selected to be involved will be trained in the testing and interview process.

- A. Each applicant will receive a written notice as to testing dates and upon successful completion of the test and interview, times will be advised.
- B. All applications that were not selected for the position will be returned to the City of Portales Human Resource office.

### III. ORAL INTERVIEW

- A. The employees assigned to the hiring process will be required to come up with questions concerning the current job opening. The assessors must record applicant's answers on the questions form. Each assessor will give a score as to how the question was answered. A total of all points will be tallied and provided to the Chief of Police for his review.
- B. Upon the Chief's review of the interview process the Chief of Police may offer the job to the candidate.

### IV. WRITTEN TEST

- A. The Chief of Police can request that a written test be given. The Chief will have written tests designed by testing companies. These tests will remain sealed until testing time.
  - B. Once applicants have taken the written test and turned them in for grading the Chief of Police or his designee will grade the tests with a grading sheet provided by the testing company. The results of the test will be forwarded to the Chief of Police for his review.
  - C. Upon the Chief's review of the interview process the Chief of Police may offer the job to the candidate.
  - D. Any specialized testing deemed necessary by the Chief of Police will be conducted by a member of the department who can objectively interpret the testing process.
  - E. Upon completion of the testing process all applicants will be notified in writing of the applicant's disposition.
  - F. Any examination required of employees in permanent, full-time jobs must be provided at no cost to the employees.
- V. Records on the testing results of each applicant shall be kept for a minimum of three years. The records will be kept by the Lieutenant.